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12 MAR
1969

MEMORANDUM FOR: Executive Officer, Deputy Director for Support

SUBJECT : Administrative Authorities

REFERENCES : (a) Memorandum of 26 June 1968 from DDS to DDI, DDP,
DDG&T et al. (DDS 68-2265)
(b) Memorandum of 3 September 1968 from DDP to DDS
(DDP 8-3457)

1. Reference (b) included reservations regarding two of the proposals, no. 4 and no. 8, which accompanied reference (a). Amended proposals have recently been provided to us informally by your office for review.

2. We continue to have reservations regarding proposal no. 4. When the Agency sends an employee abroad, it is obligated to return him to the United States, provided he has fulfilled his service agreement. Usually this return would be to headquarters. So far as we are aware, if an employee resigns immediately upon his return to headquarters, or at any time thereafter while at headquarters, he would not be eligible for travel and transportation expenses from headquarters to some other point, unless at the time of his initial appointment the Agency had obligated itself to return him, at the termination of his employment, to the place where he was residing at the time of his appointment. So far as we know, the Agency does not undertake such an obligation. We find it difficult to see why an employee should be eligible for any greater travel and transportation benefits in the event he resigns, not after return to headquarters, but before returning to the United States. We suggest consideration of a policy to the following general effect: "Upon separation abroad, travel and transportation of effects to head-



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the foregoing may be authorized in unusual cases if approved by the Deputy Director concerned and the Director of Personnel." Termination by the Agency of an appointed employee's employment while the individual was in the field would seldom if ever take place, but it would be our thought that, if such a termination did take place, consideration would be given to what travel and transportation benefits were appropriate, and to arranging an exception under the final clause of the above statement if this should seem warranted by reasons of equity or compassion or in the interest of the Agency.

3. We will agree to proposal no. 8 as amended. This is subject, of course, to our review of the draft regulatory revision and of the document, perhaps a revision of Form 61, which would be used for designating the home leave point.


Chief, Operational Services, DDP

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ADDENDUM to Memo re Administrative Authorities - Task Force Proposal #8

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Upon your approval of the recommendation contained in paragraph 5, the Office of Personnel will draft a revision of the contents of present regulation which will incorporate the following, agreed-to, points:

- (1) Definition of Home Leave Point; includes
 - a) Permanent Place of Residence (or record)
 - b) Headquarters
 - c) Other locations in which children, parents, parents-in-law, brothers, sisters or brothers-and sisters-in-law reside.
 - d) In unusual situations, other locations requested in writing for approval.
- (2) Establish the criteria for approval of other requested locations:
 - a) State Voting Registration
 - b) Property Ownership
 - c) Places where taxes are paid
- (3) Establish procedures for Designation and Approval of Home Leave Point(s):
 - a) Designations/re-designations to be made at time of overseas processing.
 - b) Designations/re-designations to require concurrence of Deputy Director concerned or his designee prior to approval by D/Pers.
 - c) Establish the approval/control document for recording and processing designations/re-designations.

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*Amended per discussion with
re-typed + dated 22 April*



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